

Jacksonville Public Library
Checklist for Branch Opening
11/3/2004

| | Task | Responsible Party | Started | Completed | Notes |
|---------------------------------|---|-------------------------------------|----------------|------------------|--------------|
| As far ahead as possible | | | | | |
| | Appoint a project manager for the opening | Administrative Supervisor | | | |
| | Initial organizational meeting of opening team (with reps from opening branch, nearest alternate service location, Administration, Public Relations, Delivery Department, Technical Services, Automation, et al.) | Project Manager | | | |
| | Alert all staff to most likely opening date | Project Manager | | | |
| | Be sure all new hires are confirmed and informed | Branch Manager | | | |
| | Plan tentative schedule for reassigned staff to leave alternate work location and return to opening branch | Administrative Supervisor | | | |
| | Plan for cessation of alternative service | Administrative Supervisor | | | |
| | Evaluate stored furniture and equipment for reuse | Facilities Manager | | | |
| | Make initial plans for special events at grand opening (costumed character, programs, etc.) | Branch Manager and Public Relations | | | |

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| Two months ahead | | | | | |
| | Reinstate periodicals and other subscriptions | Administrative Supervisor | | | |
| | Begin soliciting staff volunteers | Administrative Supervisor | | | |
| | Continue opening team meetings | Project Manager | | | |
| | Place announcement on Central Telephone Reference automated attendant | Main Library Supervisor | | | |
| | Notify Governing Body | Public Relations | | | |
| | Set approximate date for installation of computer equipment with Computer Department | Project Manager | | | |
| | Set tentative date with Communications to resume telephone service | Facilities Manager | | | |
| | Begin hiring part-time staff | Branch Manager | | | |
| | Finalize plans for grand opening activities | Branch Manager and Public Relations | | | |
| | | | | | |
| Six weeks ahead | | | | | |
| | Set firm date and inform all staff | Project Manager | | | |

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| Six weeks ahead (cont.) | Continue opening team meetings | Project Manager | | | |
| | Finalize arrangements for staff moves | Administrative Supervisor | | | |
| | Schedule work for staff volunteers | Administrative Supervisor | | | |
| | Arrange for installation of copiers | Project Manager | | | |
| | Arrange for delivery of dumpster | Administrative Supervisor | | | |
| | Arrange for cleaning service to begin when staff first report | Administrative Supervisor | | | |
| | Order supplies | Branch Manager | | | |
| | Arrange for vendors to bring bottled water, vending machines, etc. | System Supply Manager | | | |
| | Notify Bus Company of need for bus schedules | Branch Manager | | | |
| | Set up staff workstations, including computers | Facilities Manager | | | |
| | Confirm dates for phone and public computer installations | Facilities Manager | | | |
| | Put notice on website | Computer Department | | | |
| | | | | | |
| During last month before opening | Publicize exact date of opening to customers (signs, flyers, banner or sign cover, etc.) | Public Relations | | | |

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| During last month before opening (cont.) | Place answering message on branch telephone to announce opening | Branch Manager | | | |
| | Send change of address to Post Office | Branch Manager | | | |
| | Reinstate deliveries | Logistics Manager | | | |
| | Deliver and store supplies | Branch Staff | | | |
| | Install safe | Facilities Manager | | | |
| | Reinstall fire extinguishers | Public Buildings | | | |
| | Confirm operation of alarm system | Facilities Manager | | | |
| | Shelve all new materials | Branch Staff | | | |
| | Begin intershelving old collection, weeding as necessary | Branch Staff | | | |
| | Begin routing in returned materials, weeding as necessary | Branch Staff | | | |
| | Arrange for Armored Car Company money pickup | Logistics Manager | | | |
| | Train new part-time staff | Branch Staff | | | |
| | Finalize schedule for grand opening event | Branch Manager and Public Relations | | | |
| | Train all staff on new equipment, phones, etc. as necessary | Facilities Manager | | | |
| | Set up key box at branch | Branch Manager | | | |
| | Plan special displays for opening | Branch Staff | | | |
| | | | | | |

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| During last month before opening (cont.) | When opening date established, change banner/sign to advertise | Public Relations/Facilities Manager | | | |
| | | | | | |
| During last week before opening | Complete shelving of all material | Branch Staff | | | |
| | Arrange for thorough cleaning on day before opening | Administrative Supervisor | | | |
| | Confirm with Cleaning Crew to begin regular cleaning on opening day | Administrative Supervisor | | | |
| | Get petty cash from Library Office | Administrative Supervisor | | | |
| | Remove unneeded equipment used during move-in | Logistics Manager | | | |
| | Set up public and individual workstations | Facilities Manager | | | |
| | Do first two weeks of staff and desk schedules | Branch Manager | | | |
| | Review plans for opening day activities with staff | Branch Manager | | | |
| | Set up merchandising displays | Branch Staff | | | |
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| Last day closed | | | | | |
| | Change hours on website | Computer Department | | | |
| | Change message Central Telephone Reference | Main Library Supervisor | | | |
| | Clean up and spruce up for grand opening | Branch Staff | | | |
| | | | | | |
| First weeks open | | | | | |
| | Staff work their ____'s off helping new and returning customers | Branch Staff | | | |
| | Change branch auto attendant message to give operating hours and directions | Branch Manager | | | |
| | Holds and send list is reinstated about three weeks after opening | Computer Department | | | |
| | Opening team holds debriefing meeting | Project Supervisor | | | |